

12 April 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Progress Report #3 -- Personnel Movement and Management
in the 70's

1. Within the next few weeks we should have a fairly good picture of the future personnel situation in most of the Career Services. At the time we began the MMP 70's Project, we recognized the individual Career Services should be given sufficient time to make as good an evaluation of their future situation as possible. Toward this end, the various Directorates, with the exception of the Clandestine Service, established between mid April and the first of May as an appropriate time period for completion of Steps 1 and 2 of the Project, namely, a comparison of future promotional headroom available and future promotional headroom needed. If some of the Career Services fail to maintain a pace with the others in developing the Career Service Situation Reports provided for in Step 3 of the Project, we may be hampered later on in appraising needed personnel policy and program changes at the Directorate and Agency levels.

2. The following is a summary of known activities during the past month.

a. DBI Area -- The statistical portion of the Project is about finished by the various Career Services, and they are well under way in the evaluation stage of the process. For example, four Services (OCI, IAS, OBHI and OSR) have presented or drafted narrative reports of their expected career situations and requirements.

b. IDS&T Area -- The R Service has scheduled the return of information requested in Steps 1 and 2 of the Project during the latter part of April. The Office of Personnel has assisted some S&T Offices in performing these phases of the activity, and we expect most of them to submit their material to the S&T Administrative Office within the next couple of weeks.

c. IBS Area -- Only one of the Support Services has called upon the Office of Personnel for detailed assistance, but the Plans Staff has noticed an intensification of interest and activity in the Project since the O/IDS asked for a status report on the program. OIR is working on its future promotional situation and plans to work on this program in the near future. Having gone through the steps of the Project a year ago, the Office of Personnel is currently undertaking a post-mortem of results that have been achieved.

It is also repeating the process this year, including the trial implementation of a personal development program for "SP" careerists in the Grades GS-12-14. OS has completed Step 1 (estimated future promotional headroom) and will now undertake discussions within its senior staff on the next phase of the Project. OF acknowledged it has been preoccupied with other priorities but has started working on the Project. OL indicated that it will be working on the program. The Office of Communications has been working upon the identification of employees with potential for senior positions and is concentrating upon developmental criteria for filling future vacancies in these positions. Considerable of its past efforts in retirement and attrition estimating will be relevant to action on the steps of the Project.

d. Clandestine Service -- We have been advised that this Area has not yet started on the Project. Although they plan to do so, it is doubtful if action will be taken relatively soon.

3. Now that several of the Career Services have progressed beyond the digit counting stage, we are beginning to get increased feedback of general reactions to the Project. Most of the Personnel Officers who have commented on the program have said it has given them a better picture of what is going on within their areas and has resulted in greater participation with other officials involved in personnel management. Typical of the reactions we have received is the remark of one Admin. Officer who said the Project has been a lot of work but a worthwhile exercise.

SIGNED

Chief, Plans Section

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